



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Resources
Human Resources Unit

July 2013

VISITING STAFF AS INVITED PERSONS OR UNPAID VISITING SCIENTISTS AT THE JOINT RESEARCH CENTRE (JRC) - PRIVACY STATEMENT -

1. Identity of the controller

Personal data supplied by individuals that will be hosted as invited persons or unpaid visiting scientists for a defined period of time at the JRC are collected and further processed according to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies on the free movement of such data. The Controller of the processing operation on personal data is the JRC represented in this case by the Director of Resources. The Head of the Recruitment and Training Unit (RTU) for Ispra and the Heads of the Resource Management Units (RMUs) of the Institutes are responsible for internally managing the processing operation on behalf of the controller.

2. Purposes of the processing operation for which the data are intended

The RTU/RMUs collect personal information with a view to hosting individuals as invited persons or unpaid visiting scientists for a defined period of time at the JRC. The RTU/RMUs manage the relationship with the selected individuals before the visit and during the visit this is taken care of by the hosting unit. The hosting is carried out within the ambit of a collaboration agreement¹ or a visiting scientist's agreement². No employment relationship exists between the individuals and the JRC.

At the application phase

- Surname, name, address, telephone number, gender, date of birth and nationality.
- Education and working experience.
- Linguistic skills.

At the management phase

- Copy of passport/ID and visa, if necessary.
- Detailed Curriculum Vitae.
- Original criminal record extract from the national database of your latest country of residence. Should you be resident in that country for fewer than 6 months, a valid and original criminal record extract emanating from your previous country of residence where you have been living for at least 6 months is required. The criminal record extract should be in one of the 23 official languages of the European Union. A translation into English, French, German or the language of the country in which the JRC site is located is recommended in order to speed up our procedures. If the criminal record extract is issued in a language other than the 23 official languages of the European Union, a legalised translation into English, French, German or the language of the country in which the JRC site is located is required.

For Karlsruhe:

Extracts of criminal records are required for each country in which the candidate has lived for more than 3 months over the last 10 years. The "Sicherheitsüberprüfung" form should be filled

¹ Collaboration Agreements provide a legal framework for cooperation between the JRC and other organisations and allow for the possibility of inviting personnel. Annex A to the Collaboration Agreement lays down the rules of invitation of a person to the JRC in the framework of scientific and technological collaboration. The Invited Person can be a staff member or a recipient of a study or research grant from an organisation with which there is/ will be a collaboration agreement.

² Where there is no effective collaboration agreement with an organisation, there is still a possibility to host unpaid visiting scientists for short periods on the JRC sites. The rules on short-term stays of Unpaid Visiting Scientists at the JRC premises are incorporated in the Agreement regarding Visiting Scientists. The Unpaid Visiting Scientist can be a staff member of a scientific public body, university, research institute, or similar organisation.

in and signed in original for an obligatory security check carried out by the competent German authorities and required for all staff working in nuclear installations.

- Request for security opinion and, if applicable, request for derogation based on nationality for non-EU applicants.
- Medical certificate of good health (including the particular requirements for any nuclear, laboratory or other specialised circumstances that may be necessary).
- Certificate of employment if the visiting scientist is employed by a scientific public body, university, research institute or similar organisation). This is not necessary for a retired visiting scientist.
- Evidence of coverage for health and accident insurance, including any special coverage that may be required for special laboratories/facilities in which the visiting scientist may work.
- Evidence of a third party liability insurance.

3. Recipients of the data

At the application phase:

The RTU/RMUs collect the data.

At the management phase:

The RTU/RMUs, the pertinent heads of units and other staff connected to the hosting of the individuals have access to the files. Internal recipients of the data include the JRC Ispra Security Service, the local security services on the other JRC sites, the Medical Services (based in Ispra and Luxembourg) and SYSPER2 helpdesk (for registration).

External recipients of the data (for Karlsruhe) include local medical support: Dres Jung and Goebel, Mannheimer Strasse 12, D-76131 Karlsruhe (recognised specialists for occupational medicine as required by German law) and the National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Wuerttemberg, Stuttgart.

4. Protection and safeguarding of information

Paper files are stored in RTU/RMU archives. Electronic files are stored following the JRC ICT infrastructure management covered by the notification DPO-1946.

5. Verification, modification and deletion of personal data

In case there is a need for an individual to verify the personal data stored on his/her behalf by the controller or if there is a need for the data to be modified, deleted or the application to be withdrawn, an e-mail message should be sent to the following functional mailbox address: jrc-recruitment-data-protection@ec.europa.eu Requests submitted by individuals shall be evaluated on a case-by-case basis. Where acceptable, the relevant actions will be taken within 14 days from the date of the request.

6. Retention of personal data

In accordance with SEC(2012)713 of 17 December 2012, the administrative retention period is 5 years and then elimination. For files linked to unsuccessful candidates or for those refusing a hosting, retention is for a period of 2 years after the date of entry into service of the selected person.

7. Contact Information

For questions relating to the processing of personal data an email should be forwarded to the functional mailbox of the Controller:

jrc-recruitment-data-protection@ec.europa.eu

For questions relating to the protection of personal data, contact can be taken with the:

- Data Protection Co-ordinator of the JRC:
jrc-data-protection-coordinator@ec.europa.eu
- Data Protection Officer of the European Commission:
data-protection-officer@ec.europa.eu

8. Appeals

In the event of a dispute, a complaint can be sent to:

- European Data Protection Supervisor:
edps@edps.europa.eu